

Coordinator, Public Safety and Security
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251479>

Downloaded On: Jan. 14, 2025 7:47pm

Posted Jan. 13, 2025, set to expire May 8, 2025

Job Title Coordinator, Public Safety and Security
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Jan. 13, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Coordinator
Professional Staff

Academic Field(s) Public Safety

Apply Online Here <https://www.click2apply.net/6yJXZIUY4aZGquMKLC5KVL>

Apply By Email

Job Description

Posting Details

Position Information

Position Title: Coordinator, Public Safety and Security

Coordinator, Public Safety and Security
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251479>

Downloaded On: Jan. 14, 2025 7:47pm

Posted Jan. 13, 2025, set to expire May 8, 2025

Requisition Number: SCA00791

General Description

Under the direction of the Director of Public Safety & Security, the Coordinator is responsible for the overall management of administrative operations. This role liaises between the Manager of Public Safety and the Director of Public Safety. The coordinator assists in the development, maintenance, and management of a secure environment in alignment with the College's goal of a safe and welcoming working environment.

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational chance in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Ensure accidents, injuries, misconduct and other incidents occurring on College property are properly recorded and forwarded to the appropriate authority
- Manage the college's responsibility under the Jeanne Clery Act

Coordinator, Public Safety and Security Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251479>

Downloaded On: Jan. 14, 2025 7:47pm

Posted Jan. 13, 2025, set to expire May 8, 2025

- Plan and coordinate Campus Security Authority training, Active Shooter training, de-escalation training college-wide
- Assist in the preparation of material and evidence for College use in hearings, lawsuits, and insurance investigations as per the needs of General Counsel
- Coordinate staffing of in-house security staff, including staff assignments, and work schedules
- Review training materials for new hires - ensure training is accurate and current
- Manage in-house security callouts in partnerships with contracted security staff
- Review security staff reports for completion and accuracy; provide feedback/training as needed.
- Assist Manager with fire drills and evacuation procedures in accordance with Philadelphia Fire Code.
- Assist Manager with planning and conducting training programs for staff development.
- Provide staff instruction in the areas of personal security and emergency response.
- Assist Manager with compiling, analyzing, and evaluating loss information and statistics and develops reports for all appropriate locations/departments.
- Assist in the coordination of safety and security planning for major events on campus.
- Manage electronic security systems, ID cards and data collection systems; produce daily reports and logs.
- Provide back-up support in the absence of the Manager, as needed.
- Provide daily presence at Regional Centers & document any security issues/deficiencies
- Manage Omnigo reports daily for Clery compliance
- Assist in completion of the Annual Security Report with Director and Manager
- Manage various software such as VelocityEHS, ADT, Alertus, Send Word Now along with Manager, Public Safety
- Coordinate & plan security needs for various events
- Other duties as assigned.

Minimum Qualifications

- High School diploma or equivalent (i.e. GED) with five (5) years of relevant work experience is required. Any and all degrees must be from a recognized institutional accreditor.
- Previous experience in a supervisory capacity required.
- Knowledge of principles and practices related to facilities and personal security/safety techniques and design required.
- Proficient knowledge of PA Crimes Code & UCR
- Ability to work evening and/or weekend hours, as needed, is required.
- Valid Driver's License and the ability to travel to various College locations required.
- Strong computer skills including basic proficiency utilizing MS Word and MS Excel required.

Coordinator, Public Safety and Security
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251479>

Downloaded On: Jan. 14, 2025 7:47pm

Posted Jan. 13, 2025, set to expire May 8, 2025

- Ability to interpret and explain policies, practices, laws, codes and procedures required.
- Ability to implement strategies and programs required.
- Ability to prepare technical investigative reports and correspondence required.
- Excellent interpersonal skills, verbal and written communication skills required.
- Ability to maintain sensitivity, respect and understanding for a diverse academic environment, inclusive of students,

Preferred Qualifications

- Associate's degree in Criminal Justice, or related field, with two (2) years of relevant work experience preferred. Any and all degrees must be from a recognized institutional accreditor.
- Experience in a college or university setting preferred.
- Knowledge of local, state and federal codes related to risk management, security and emergency issues preferred.

Work Location: Main Campus

Benefits Summary

Benefits:

“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Coordinator, Public Safety and Security
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251479>

Downloaded On: Jan. 14, 2025 7:47pm

Posted Jan. 13, 2025, set to expire May 8, 2025

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:
<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 2

Min Salary/Hourly Rate: \$47,389

Max Salary/Hourly Rate: \$78,192

Type of Position: Administrator

Employment Status: Full-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Coordinator, Public Safety and Security
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251479>

Downloaded On: Jan. 14, 2025 7:47pm

Posted Jan. 13, 2025, set to expire May 8, 2025

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - Higheredjobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)
3. * Do you have supervisory experience?
 - Yes
 - No
4. * Do you have a High School diploma or equivalent (i.e. GED) with five (5) years of relevant work experience or an Associate's degree in Criminal Justice, or related field, with two (2) years of relevant work experience?
 - Yes
 - No
5. * Do you have experience in a college or university setting?
 - Yes
 - No
6. * Do you have knowledge of principles and practices related to facilities and personal security/safety techniques and design?
 - Yes
 - No

Documents Needed to Apply

Coordinator, Public Safety and Security
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251479>

Downloaded On: Jan. 14, 2025 7:47pm

Posted Jan. 13, 2025, set to expire May 8, 2025

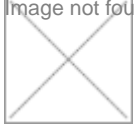
Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

Image not found or type unknown



PI259511298

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

,